

PERSONNEL BOARD
Library Trustees Room
Wednesday, November 19, 2014 @ 7:30 PM

Present were S. Crown, T. Delaney, D. Kearns, J. King, E. Richter, Town Admin., L. Sanders and Asst. Town Admin. M. Vieira.

Topic	Discussion	Action
Meeting Minutes:	The minutes of the 10/27/14 Personnel Board Meeting were reviewed.	J. King moved to accept the minutes of the 10/27/14 meeting, seconded by S. Crown, Vote: 4-0, E. Richter abstained as he was not present on 10/27/14.
Old Business:	<p><u>Time off Survey of Surrounding Communities:</u> E. Richter e-mailed the revised survey to Personnel Board members. E. Richter said that clarification was incorporated on holiday pay, a buy back on STD, and personal days. M. Vieira said there is a new policy that is styled like the FMLA and Mass. Maternity Leave to cover those that are victims of domestic violence or for those individuals who are assisting victims of domestic violence. The details of this policy are still being developed. Bereavement leave should be clarified defining immediate family. FY '14 health benefits should be replaced with FY '15. It was decided to wait until after the holidays to reach out to communities. A final version of the spreadsheet will be available at the next Personnel Board meeting in January.</p> <p><u>Town Accountant Recruitment:</u> There have been three to four rounds of posting/advertising for this position. Several candidates were interviewed in the last round. W. Hess retained the firm Robert Half to assist in the process. Four candidates were interviewed on Friday; the candidates didn't match what is being sought.</p>	<p>Comparable communities will be contacted to obtain information. Source documents will be obtained, where possible, on insurance benefits. The Town Administrator will put a list together of comparable communities (similar size, etc.).</p> <p>The salary will be reviewed to ensure it is competitive and recruitment efforts will continue. The Town Administrator said we should attempt to review all accountants, in the street directory, who reside in town to enhance recruitment activities.</p>

<p>New Business</p>	<p><u>Police Chief Screening Committee:</u> The Town Administrator reviewed the process with the Board members to give them a sense of how much time will be needed to participate on this committee. The contract has been placed with BadgeQuest and the process will move forward. The Committee will consist of between 7 and 9 individuals as follows: a member of the Board of Selectmen (Selectperson Murphy), the Town Administrator, the Supt. of Schools, a Personnel Board member, someone from the business community, a senior services representative, a retired police officer. BadgeQuest will handle background checks; they run the assessment center. The Screening Committee will receive the resumes directly; they will narrow the field down to approximately twenty individuals because this is a nationwide search. The Screening Committee shouldn't contact the individuals; we will be sending the list of individuals to BadgeQuest of those twenty or so individuals. They send the candidates a series of questions; BadgeQuest and the screening committee can review the responses and hopefully the twenty or so applicants will be reduced down to 4-6 candidates. BadgeQuest then conducts an Assessment Center, this is a panel of BadgeQuest police chiefs and they put the candidates through a series of questions. The Screening Committee can observe this part of the process. The professionals then provide a report to the Screening Committee on their assessment of the qualifications of the candidates. The Screening Committee then decides who to send to the Board of Selectmen. The Town Administrator said this process was designed to ensure that the Screening Committee adds value to the process. She said the Board of Selectmen wanted a Human Resources professional on the Committee. J. King commented that observers aren't participants. The Town Administrator said observing the candidates is only one day in the process. S. Crown said the process feels upside down to her, she said if BadgeQuest knows the field so well they should conduct the first screening. E. Richter said he researched the hiring of a police chief in a municipality on the internet and gathered some information on the sequence of events. He asked who the Screening Committee can contact if they have a question or need input that requires legal counsel. The Town Administrator said the committee will have access to legal counsel. E. Richter inquired who the Committee can turn to if they have an issue with BadgeQuest. The Town Administrator said she has used BadgeQuest in the past. T. Delaney inquired if BadgeQuest is familiar with Rockport. The Town Administrator said the Police Department is participating in a survey as are residents of Rockport through a survey distributed through information available at the school. T. Delaney said he is willing to represent the Personnel Board on the Screening Committee however he may not have the time necessary. E. Richter said he can represent the board on this Committee. The salary for the Police Chief is between \$100,000 and \$115,000. E. Richter stated it would be helpful if it can be verified that the salary is competitive within the market before the process starts.</p> <p><u>Budget for FY '16:</u> The bonus pool for FY '15 was \$35,000, or 2.56% of the \$1.3M in salaries; the average salary was \$54,700. To estimate the amount necessary for the FY '16 budget, the</p>	<p>E. Richter will represent the Personnel Board on the Police Chief Screening Committee.</p> <p>J. King moved to add \$16,000 to the bonus</p>
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	<p>average salary (\$54,700) is multiplied by the six vacant positions times 2.56%. Meeting Support Clerk – no change.</p> <p>Bonus Pool: The Town Administrator said the Board of Selectmen approved the list of bonuses excluding the one employee who did not sign the evaluation. D. Kearns said it feels punitive to defer the bonus. J. King said the employee signature is only acknowledging the receipt of the evaluation. M. Vieira said an improvement plan is planned for this employee, however it is expected that the employee is an active participant in this plan. T. Delaney said that employees are not entitled to a bonus. S. Crown said that isn't stated anywhere; she said these are two separate issues. J. King said he supports trying to get the employee's attention; the Personnel Board made a recommendation to the Board of Selectmen and the Board of Selectmen took this action. E. Richter said because the bonus has never been tied to a signature on the evaluation before he would be more comfortable with delaying the bonus pending the outcome of the performance improvement plan. S. Crown said perhaps the bonus could be contingent on the employee's willingness to embark on a performance improvement plan. J. King said we should clarify what a completed Performance Evaluation Form is; if it's not signed, it's not complete and perhaps the bonus shouldn't be approved or processed.</p> <p>Human Resource Training: M. Vieira alerted the members that representatives from Kopelman and Paige are facilitating a series of employee trainings in December. They are covering anti-harassment, discipline, documentation, etc. Personnel Board members are invited to attend.</p>	<p>pool, E. Richter seconded, Vote: 5-0.</p>
Next Mtg.	Monday, January 12, 2015 at 7:30 pm in the Trustee's Room at the Library.	

Meeting adjourned at 9:30 pm.

Tickler list: November or December meeting, add minimum wage on the wage scales.